

January 5, 1998

Mr. Andrew J. Dodson Senior Reports Analyst Reports Analysis Division-Federal Election Commission 999 E Street, NW Washington, DC 20463

Dear Mr. Dodson.

In response to your letter, dated December 22, 1997, I have enclosed the requested information.

## <u> Item 1 - Administrative Expenses:</u>

We have owned our property, The Towle House, since 1976. Therefore, the line item for RENT will be blank. We did, however, lease additional space across the street this past year. Rent will show as a line item under the vendor name, John Morrissey. The rest of our administrative expenses have been, and remain, for salaries, office supplies, etc.

### Item 2 - Contribution information:

The missing information will be forwarded to you either in the amended midyear report or by proof of our effort to obtain it.

## Item 3 - Credit Card Payments:

These items will be included in the amended mid-year report to follow shortly.

# Item 4 - Computer Formals:

Copies of these formats have been forwarded to Neal Evans at your request.

If you have any questions, please feel to call me at (850) 222-3411.

Frank

Sincerely

Accountant

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